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3 MAY 1946

CENTRAL PLANNING STAFF

PROCEDURE MEMORANDUM NO. 39

**SUBJECT:** Sample format for directives establishing permanent committees under C.I.G. surveillance.

1. It is anticipated that problems to be studied by the Planning Staff may result in the establishment of a number of permanent committees to operate under C.I.G. surveillance. Where such committees are similar in scope and function, some standard format for their basic directives will probably be desirable.

2. In the interest of developing an appropriate standard format, it is desired that all branches of the Planning Staff consider the form of the enclosure herewith (Basic Directive for Technical Industrial Intelligence Committee). It has certain excellent features which should be considered in drafting proposed committee charters.

25X1A

Captain, USN

Acting Chief, Central Planning Staff

**Enclosure:**

As noted in par. 2 above.

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